

# Unified Certification Program

## Stakeholder Work Session

April 4, 2005



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# Meeting Purpose

To collect your issues and concerns for consideration as we design and implement the systems that will support the UCP

# Meeting Objectives

- Provide stakeholders a program update
- Gather a list of issues that will be addressed at appropriate segments in meeting
- Clarify and resolve issues
- Provide update on NCDOT's technology modification activities
- Compile list of technology needs for exploration and resolution

# Meeting Objectives

- Devise a comprehensible approach for integrating stakeholders' DBE files
- Define manual and electronic data requirements for DBE files
- Determine Stakeholder Oversight Committee's role(s)
- Identify Stakeholder Oversight Committee's membership

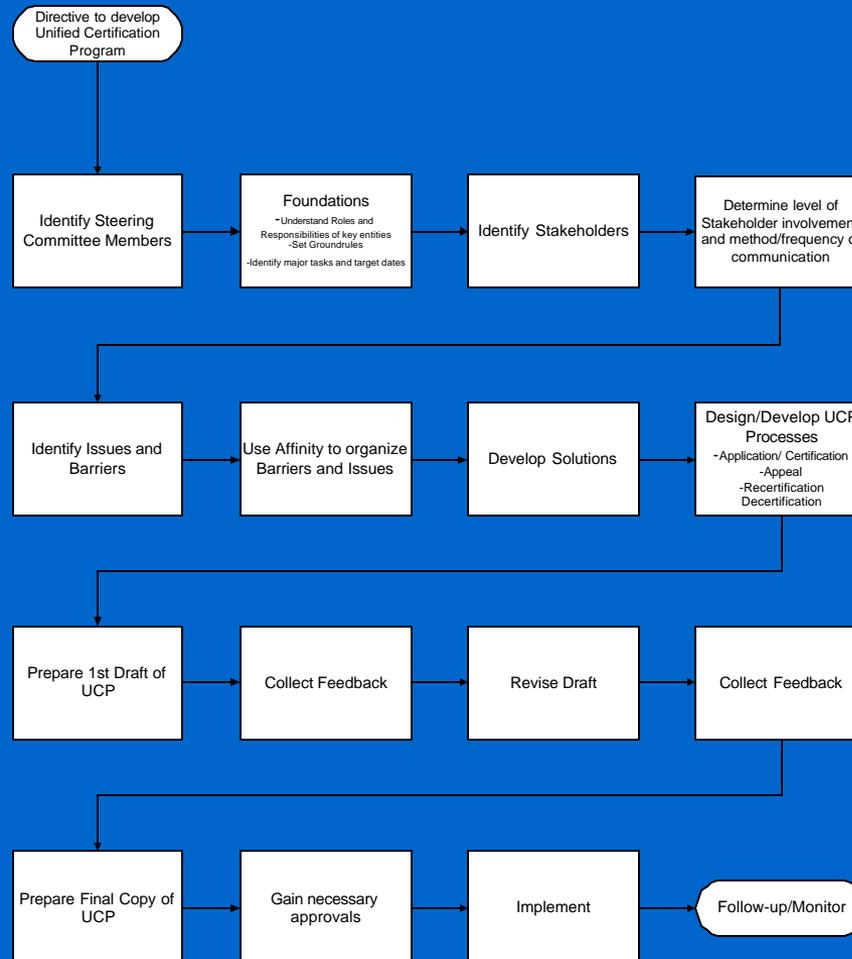
# USDOT Mandate

**March 1999**

## **49 CFR Part 26.81**

- a. You and all other DOT recipients in your state must participate in a Unified Certification Program (UCP).
  1. Within three years of March 4, 1999, you and the other recipients in your state must sign an agreement establishing the UCP for that state and submit the agreement to the Secretary for approval. The Secretary may, on the basis of extenuating circumstances shown by the recipients in the state, extend this deadline for no more than one additional year.
  2. The agreement must provide...

# UCP Development Process



# The Development Process

May 2001- February 2002

1. Foundations
  - Roles and Responsibilities
  - Groundrules
  - Project Planning
2. Identification of Stakeholders, level of involvement, and communication protocol
3. Brainstorm issues, concerns, and barriers to implementation
4. Organized issues and developed solutions
5. Design UCP processes and developed correspondence
6. Developed draft and circulated to stakeholders for feedback
7. Revised draft and submitted to USDOT

# USDOT Review...

June 2002

- Document remanded back to NCDOT with questions
- Development Team convened to address questions
- Some issues remained unresolved

# UCP Development Team

## Steering Committee

NCDOT CR&BD  
NCDOT Productivity Services  
FHWA

## Team Advisors

Consultant  
Certification Firm  
Attorney

## Team Support

NCDOT Productivity Services  
NCDOT CR&BD

## Stakeholders

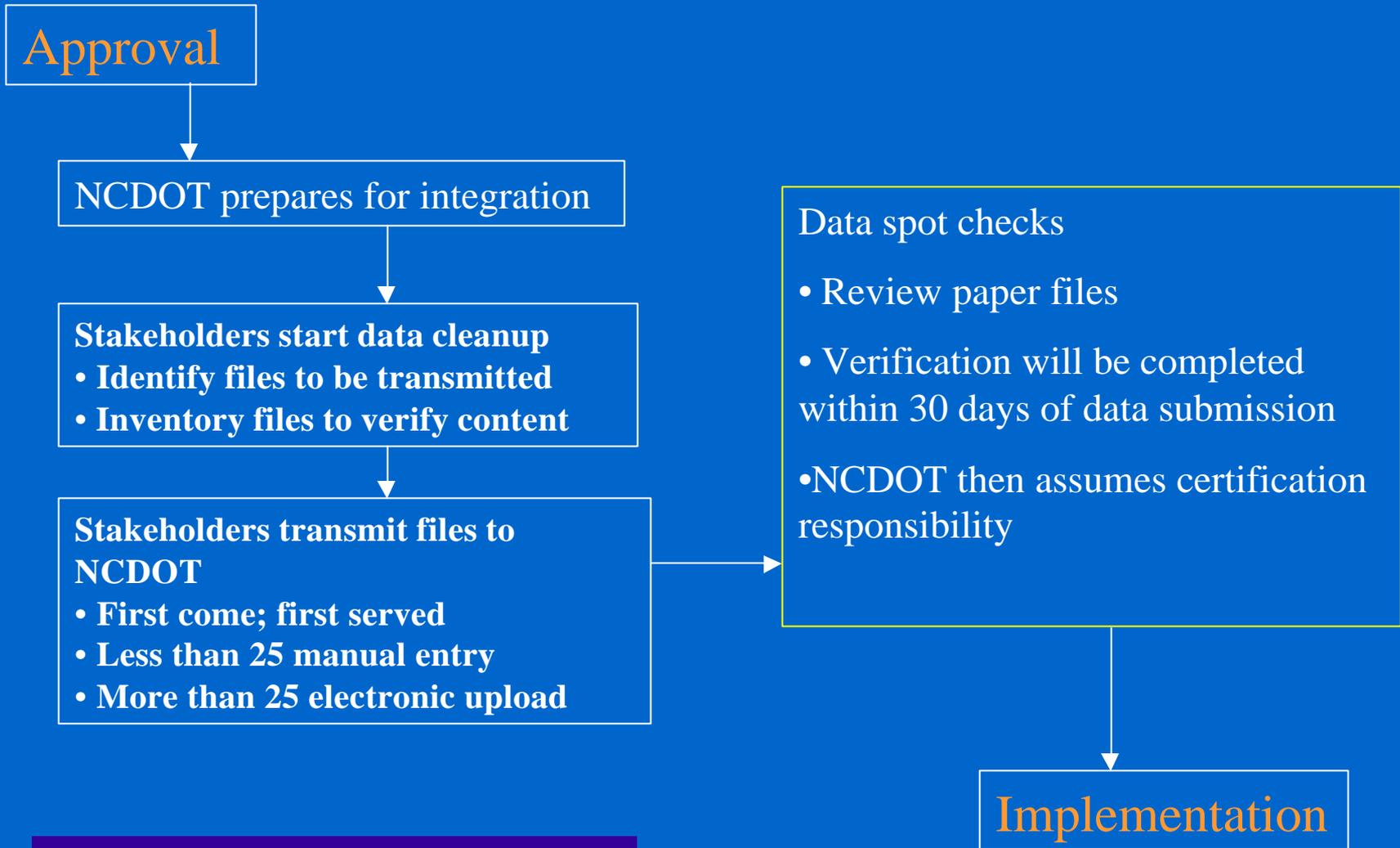
### Department of Transportation

City of High Point  
City of Greensboro  
City of Fayetteville  
Raleigh-Durham Airport Authority  
Triangle Transit Authority  
Greensboro Transit Authority  
Charlotte Area Transit System  
Federal Highway Administration

# New Mandates and Timeline

- June 2004 - Revised UCP submitted to USDOT
- July 2004 - Conditional approval granted
- November 2004 - Final approval granted
- September 2005 - Full Implementation

# Between “approval” and “implementation”



# Cost Sharing

- Will gather feedback from steering committee
- Stakeholders bear cost to clean up their data prior to submittal to NCDOT
- NCDOT incurs all costs for:
  - start-up prior to September '05
  - first full year of UCP implementation (starting 09/05)
- **Audit of first year costs will be conducted to determine operational cost to be shared**



# Unified Certification Program

## Annual Stakeholder Meeting

December 13, 2006



# Cost Elements

## Scope

Professional Fees

Personnel Cost

Travel Expenses

Application Development

## Duration

October 1, 2005 -September 30, 2006

# Cost Detail

Cost Element	PO Description	Amount
Professional Fees	DBE Certifications	281,393.66
	Staff Development Training	18,491.15
	DBE Translation	13,276.50
	DBE Program Support	11,072.63
	Subtotal (Professional Fees)	<b>324,233.94</b>
Salaries and Wages		529,190.56
Travel and Lodging		11,081.96
	Subtotal (DOT Personnel Cost)*	<b>540,272.52</b>
Application Development		75,030.08
	<b>Total</b>	<b>939,536.54</b>

# Cost Redistribution Considerations

**Equity**

**Fairness**

**Defensibility**

**What is the formula?**

# Cost Redistribution Formula

## Location Variables

- Where are the firms located? What types of work do they perform?
- Where are the UCP stakeholders located? What types of work do you let?
- What is the operating radius for each stakeholder?

# Cost Redistribution Formula

## Activity-based Variables

- How many new certifications, recertifications, investigations, annual renewals, and redo activities were performed?
- What is the cost per each activity?

# Cost Redistribution Formula

## Usage-based Variables

- On how many occasions did a recipient use the services provided by the UCP?
- What was the service?
- Did the recipient refer a vendor for certification?
- Was the referred vendor certified?

# Cost Redistribution Formula

**“Odessa, if you had to charge NCDOT for the services you provided, what formula would you use?”**

# Cost Redistribution Plan

## In-Kind Compensation Strategy

**Time = Money**



# Cost Redistribution Plan

**Until...**

# Cost Redistribution Considerations

We can develop a formula that has ...

**Equity**

**Fairness**

**Defensibility**



# Partner Roles and Responsibilities

- **Appeal Hearings**
- **Outreach Programs**
- **Event Hosting**
- **Vendor Interviews**
- **Investigations**
- **Other**

# Unified Directory of Transportation Firms

## Your requirements

- Easy access
- Easy to query
- Summary screen
- Results downloadable into Excel
- Data integrity



# Unified Directory of Transportation Firms

## What's Next?

- Provide log-in access to source application
- Online applications











# Easing the Program Administration Burden

## Contractual Services:

- Certify firms for DBE, ACDBE, MB/WBE, and SBE
- Assist with goal setting
- Program education and training
- Federal reporting

What are your needs? How can we help?

## Contact Us - UCP/Certifications

### **Odessa McGlown**

State Unified Certification Program Manager

1509 Mail Service Center

Raleigh, NC 27699-1509

Office: (919) 733-7174

Fax: (919) 715-7378

Toll Free: (877) 650-0130

email: [omcglown@dot.state.nc.us](mailto:omcglown@dot.state.nc.us)

## Contact Us - DBE Certifications

### **Keith Barnes**

Lead Certification Officer  
1509 Mail Service Center  
Raleigh, NC 27699-1509

Office: (919) 733-7174

Fax: (919) 715-7378

Toll Free: (877) 650-0130

email: [ksbarnes@dot.state.nc.us](mailto:ksbarnes@dot.state.nc.us)